

## **BUILDING AND SAFETY SERVICES MANAGER**

### *Class Definition*

Under direction, plans and directs the operations of the Permits Center, Inspection Services, or Land and Engineering program of the Building and Safety Services Division.

### *Distinguishing Characteristics*

Building and Safety Services Managers direct activities within an assigned program of the Building and Safety Services Division. Incumbents oversee subordinate staff including first-line supervisors engaged in functions within an assigned program. The Permits Center Program includes public counter processes of plan check, permits issuance, and public services; comprehensive plan checking for residential, commercial, and industrial projects and specialty inspection support services as required. The Inspection Services Program includes comprehensive inspection services for residential, commercial, and industrial projects; and specialty plan check services as required. The Land and Engineering program processes various types of subdivision maps, development agreements, land development covenants and administers water, sewer and urban growth management fees as required. These are unclassified positions in which the incumbents serve at the will of the Department Head.

### *Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes, and directs staff engaged in providing public counter processes; plan review and field inspections for enforcement of codes, ordinances, and regulations related to life, health, safety, accessibility standards, structural and grading, plumbing, mechanical, and electrical.

Plans, organizes and directs staff engaged in official mapping records administration; development impact fee administration; special permit and plan review for public easement and infrastructure entitlements; geographical information system applications; permit management system land database inputs; quality control of official addresses; public sewer and water utility connections; and processing of various types of maps.

Provides leadership role in department's customer oriented service delivery program.

Trains staff in administration of all state laws, local ordinances and policies applicable to the assigned program.

Develops and interprets codes and ordinances, prepares and recommends local modifications as necessary.

Participates in the preparation and monitoring of the Building and Safety budget.

Provides plan check and inspection services as required.

Provides preliminary review of projects with design professionals and customers.

May attend various City Council, Planning Commission, Building Commission and other related meetings to represent department/division on various project code and policy issues.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of modern municipal management and public administration including fiscal and budgetary operations and controls.

Knowledge of the California Building Standards Code; Uniform Building Code, Plumbing, Mechanical and Electrical Codes; Title 24 Subdivision Map Act and Fresno Municipal Code.

Knowledge of architectural and engineering principles and practices, construction methods and building industry practices.

Knowledge of geographical information systems and permit management system applications.

Ability to train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement disciplinary procedures.

Ability to develop and implement goals, objectives, policies, and priorities for program.

Ability to identify and implement methods to improve service delivery methods and procedures.

Ability to respond both in writing and orally, to inquiries and ability to resolve disputes related to process review and codes with customers and staff.

Ability to prepare clear, concise, and comprehensive reports, records, and correspondence.

Ability to establish and maintain effective working relationships with those contacted during the course of business including various City and other agency officials, design professionals, contractors, customers, and the general public.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Architecture, or a related field (Graduate Degree desirable); and three years of progressively responsible administrative or management experience in one or more of the following areas: architecture, engineering, construction, code enforcement, permit or plan review, inspection, land division and development or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Certification as a Certified Building Official (C.O.) by the Council of American Building Officials (CABO) is desirable.

Registration as a civil engineer or licensing as an architect by the State of California is desirable.

Necessary Special Requirements

Possession of a valid California driver's license may be required at time of appointment.

Recruitment may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are:

1. Permits Center
2. Inspection Services
3. Land and Engineering

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_